

## State of Nevada B&I: Insurance Division

Version Date: 09/18/2013

### **1994121 Companies Section: Annual Statements - Domestic Insurance Company**

Reviewed: 2/12/1995

Description: These records consist of annual financial statements and associated documents filed by domestic insurance companies as required by NRS 680A.270.

Retention: Retain these records for a period of twenty-five (25) calendar years from the date the statement is received.

Disposition: Destroy Securely

### **1994119 Companies Section: Annual Statements - Foreign**

Reviewed: 2/12/1995

Description: These records consist of annual financial statements and associated documents filed by all out-of-state insurance companies as required by NRS 680A.270.

Retention: Retain these records for a period of three (3) calendar years from the date the statement is received.

Disposition: Destroy

### **1994117 Companies Section: Company Filings**

Reviewed: 2/12/1995

Description: These records consist of current information on all insurance companies seeking admission into Nevada, either as admitted companies or on a surplus lines basis. The record series also includes files maintained on all companies currently or previously practicing in the state. The records may include but are not limited to: Copies of applications; Corporate information (including: certificates of authority, tax returns, Charters, holding company statements, etc.); Related correspondence and; Similar documents

Retention: Retain these records for a period of three (3) calendar years from the date a company ceases operation, or is denied the right to do business in Nevada.

Disposition: Destroy Securely

### **1994122 Companies Section: Domestic Insurance Companies**

Reviewed: 2/12/1995

Description: These records document all insurance companies licensed and doing business in Nevada. The records may include but are not limited to: Corporate information (including: articles of incorporation, bylaws, etc.); \* Application and associated documentation; Corporate documentation including stockholder information; Copies of tax forms; Related correspondence and; Similar documents

Retention: Retain these records for a period of twenty-five (25) calendar years from the date the company or its successor is no longer doing business in the State of Nevada.

Disposition: Destroy Securely

### **1994123 Companies Section: Examiners Billings**

Reviewed: 2/12/1995

Description: These records consist of copies of invoices and associated documents for services rendered by examiners at the company.

Retention: Retain these records for a period of three (3) fiscal years from the fiscal year to which the records pertain.

Disposition: Destroy Securely

### **1994120 Companies Section: Premium Finance Company Files**

Reviewed: 2/12/1995

Description: These records document Premium Finance Companies licensed and doing business in Nevada. The records may include but are not limited to: Corporate information (including: articles of incorporation, bylaws, etc.); Application documentation; Copies of tax forms; Related correspondence and; Similar documents

Retention: Retain these records for a period of three (3) calendar years from the date the company is no longer doing business in the State of Nevada.

Disposition: Destroy

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### **1994127 Consumer Complaints**

Reviewed: 2/12/1995

Description: These records document consumer complaints made to the Division and are used to investigate and assist in the resolution of a complaint. The records may include but are not limited to: Complaint forms and associated documents; Copies of accident reports (including copies of medical records); Related correspondence and; Similar documents

Retention: Retain these records for a period of three (3) calendar years from the close or resolution of the case.

Disposition: Destroy Securely

### **1999121 Examination Work papers (Non-Domestic Companies)**

Reviewed: 1/14/2000

Description: These records consist of work papers and notes created and retained during the examination of a company.

Retention: Retain these records for a period of eight (8) calendar years from the date the examination was completed.

Disposition: Destroy Securely

### **1994105 Life and Health Section Filings**

Reviewed: 7/22/2009

Description: These records consist of filings of licensed entities doing business in Nevada pursuant to NRS Chapters 680A, 695A, 695D, 695F and 695G. The records may include but are not limited to: Filing documentation, including: cover letter, etc and; Related correspondence

Retention: Retain these records for a period of six (6) calendar years from the end of the calendar year to which they pertain.

Disposition: Destroy Securely

### **1994107 Property, Casualty and Surety Filings**

Reviewed: 2/12/1995

Description: These records consist of filings from insurance companies. The records may include but are not limited to: Applications and associated documents (including endorsements, rules, rate filings, riders, policy jackets, etc.); Related correspondence and; Similar documents

Retention: Retain these records for a period of three (3) calendar years following the most recent filing.

Disposition: Destroy

### **1994108 Rate Service Organization Filings**

Reviewed: 2/12/1995

Description: These records consist of forms, rules, and rates as filed by rate service organizations (non-insurance companies) on behalf of member insurance companies.

Retention: Retain these records for a period of three (3) calendar years from the date of any change in a previous filing.

Disposition: Destroy

### **1994091 Risk Retention Filings**

Reviewed: 2/12/1995

Description: These records consist of documentation required by statute for risk retention groups. The records may include but are not limited to: Registration documentation (including purchasing group rate, form filings, annual statements, audited financial statements, etc.); Related correspondence and; Similar documents

Retention: Retain for a period of three (3) calendar years from the date a risk retention group is no longer in business in the State of Nevada, or three (3) calendar years from the date it was superseded by a new risk retention plan, whichever occurs first.

Disposition: Destroy

### **1994129**

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### Self-Insured Claims Files

Reviewed: 2/12/1995

Description: These records document claims filed against employers under the self-insured workers' compensation insurance laws (See NRS 616.545). The records may include but are not limited to: Copy of claims and associated documents; Related correspondence; Similar documents and; Related correspondence

Retention: Retain these records for a period of three (3) calendar years from the date of the claim.

Disposition: Destroy Securely

### 1999122 Surplus Lines Affidavits and Amendments

Reviewed: 1/14/2000

Description: These records document and administer affidavits executed by surplus lines companies including amendments and associated documents (See NRS 616.545).

Retention: Retain these records for a period of five (5) calendar years from the calendar year to which they pertain.

Disposition: Destroy

### 1994125 Surplus Lines Brokers Files

Reviewed: 2/12/1995

Description: These records document filing information of surplus lines brokers. The records may include but are not limited to: Filings documentation; Analysis documentation; Copies of quarterly and annual reports; Related correspondence and; Similar documents

Retention: Review annually and dispose of valueless, outdated and duplicated materials.

Disposition: Destroy

### 1994094 Surplus Lines Companies

Reviewed: 2/12/1995

Description: These records document surplus lines companies. The records may include but are not limited to: Application materials; Statutory trust agreements; Annual statement; Related correspondence and; Similar documents

Retention: Retain these records for a period of three (3) calendar years from the date a company is no longer in business in the State of Nevada.

Disposition: Destroy

### 1994092 Surplus Lines Examination Work papers

Reviewed: 2/12/1995

Description: These records consist of work papers used for the examination of a company involved with surplus lines of insurance in the State of Nevada.

Retention: Retain these records for a period of five (5) calendar years from the date of completion of the examination.

Disposition: Destroy Securely

### 2002018 Worker's Comp Securities Transfers

Reviewed: 8/14/2002

Description: These records document the transfer of securities relating to Worker's Compensation accounts for businesses from the Insurance Division to the Treasurer's Office. The records may include but are not limited to: Copies of security coupons, bonds, savings certificates, etc.; "Statutory Deposit" memorandum; Negotiable Items Transmittal Record; Request for Security Withdrawal / Workers Comp; Related correspondence and; Similar documents

Retention: Retain these records for a period of six (6) fiscal years from the fiscal year to which they pertain.

Disposition: Destroy Securely

### 1994110 Workers Comp/Self Insured Audit Reports

Reviewed: 2/12/1995

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Description: These records consists of audit reports of self-insured employers.

Retention: Retain these records for a period of one (1) fiscal year from the fiscal year to which the audit pertains.

Disposition: Destroy Securely

### **1994111 Workers Comp/Self Insured Third Party Administrator Agreements**

Reviewed: 2/12/1995

Description: These records document individual agreements between third party administrators and the self-insured for the costs of claims administration.

Retention: Retain these records for a period of three (3) calendar years from the date an agreement is terminated.

Disposition: Destroy Securely